



*Delaware Health
And Social Services*

DIVISION OF MANAGEMENT SERVICES

PROCUREMENT

DATE: August 23, 2016

HSS 16 027

**COMMUNITY HEALTH WORKER DEVELOPMENT PLAN
FOR
DIVISION OF PUBLIC HEALTH**

Date Due: September 20, 2016
11:00AM

ADDENDUM # 1

Please Note:

THE ATTACHED SHEETS HEREBY BECOME A PART OF THE ABOVE
MENTIONED BID.

Responses to questions received by the deadline of August 23, 2016.

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Community Health Worker Development Plan
Questions & Answers
RFP #HSS-16 027
Due August 23, 2016

Question 1: My organization is interested in responding to your reissued RFP, HSS 16 027, Community Health Worker Development Plan. Can you provide any information on the reason for the first RFP, HSS 16 012, being cancelled, and this new RFP being released?

Answer: The Delaware procurement law contains a myriad of requirements and in order to ensure that the RFP process was conducted in full compliance, we felt it was necessary to take the action of non-awarding and rebidding the RFP.

Question 2: Section II. C. Scope of Services (p7), Text: *Facilitate the work of the DCHI Community Health Worker Workgroup toward achieving their charge.*

- a. What is the size and composition of the current CHW Workgroup?

Answer: Four individuals have been assigned to the group thus far with representatives from the DCHI Clinical Committee and two more from the Healthy Neighborhoods Committee to be named. The other members have not been named yet.

- b. Who are the current stakeholders/stakeholder groups (if any) that the CHW Workgroup has been working with?

Answer: Not applicable, given the CHW workgroup has not been activated yet.

Question 3. Section III. B. General Evaluation Requirements (p8), Text: *4. Location (geographical)*

- a. Can you clarify how geographic location is being evaluated and where this is factored in on the Proposal Selection Criteria table (p18-19)?

Answer: If this question refers to the geographic location of a bidder, Geographic location is not a specific part of the evaluation as long as the bidder can demonstrate how they are able to provide the services asked for in this RFP. This is a project for the State of Delaware.

- b. Is there a preference for the contracting organization to be based in Delaware?

Answer: No

Question 4: We were unable to locate where the guidelines for the proposal format and length is referenced in the RFP. Is there a preferred format and page limit for the response?

Answer: There is no specific format and length referenced in the RFP. However, there are requirements for what needs to be included in the RFP. Those are stated in Section IV.F (page 32 and 33) and Appendix A. Also, Section IV.B.2 states each proposal must be submitted with 6 paper copies and 5 electronic copies on CD, DVD media disk, or flash drive.